

**TOWN OF DAVIE
WORKSHOP MEETING
TOWN COUNCIL
MAY 10, 2000**

The meeting was called to order at 6:02 p.m. Present were Mayor Venis, Vice-Mayor Weiner, and Councilmembers Clark, Cox, and Paul. Also present were Town Administrator Middaugh, Interim Town Attorney Kiar, and Town Clerk Reinfeld recording the meeting.

1. Discussion on the Town's Budget for Fiscal Year 2000-2001

Mr. Middaugh stated that this was the start of the budget process where Council needed to inform staff what projects it would like to see in next year's budget. He distributed a handout and asked if there were any objections to the proposed schedule of events. Mr. Middaugh indicated that the capital budget was due to be completed by May 17th and asked that any capital items that Council wanted be reported tonight. He stated that Council should receive a budget by August 1st and that the hearings would be held later in the fiscal year than usual due to the Property Appraiser's schedule.

Mr. Middaugh asked if Council wanted to hold workshops for Council to review the budget. Mayor Venis suggested that there be one workshop with Councilmember Paul suggesting that two be held. Mr. Middaugh asked what level of detail Council wanted in meeting with department representatives and explained that his intent was to provide a great deal of detail with staff present to answer questions. Councilmember Cox felt that at least two workshops should be scheduled, as the second one could be canceled if not needed. Mayor Venis stated that he would like the workshops to be detailed. Vice-Mayor Weiner stated that he would like to see the first set of numbers unfiltered by the Budget and Finance Department and Administration. Mayor Venis thought Mr. Middaugh should include his findings in a detailed analysis when reviewing each department as directed at a past meeting. Mr. Middaugh stated that there was no plan to change the format this year, although due to fund changes, the presentation may be a little different.

Budget and Finance Director Christopher Wallace explained that there were going to be fundamental changes in accounting reporting and added that the 1999 financial statements had not yet been completed due to implementing GASB 34. He stated that a by-product of these changes was a change to the number of funds in the budget. Mr. Wallace explained that the Town had stayed away from having a lot of little funds in the budget because it tended to mask the overall financial condition of the entity. He stated the downside, from a budgeting point of view, was the difficulty for decision makers to know what they could manipulate and what was or was not available.

Mayor Venis asked if the Town's auditors were charging the Town additional fees to implement GASB 34. Mr. Wallace responded negatively and indicated that the auditors were on a fixed fee contract. Mayor Venis asked if there would be an adverse show of activities due to the change in reporting methods. Mr. Wallace responded affirmatively and added that it would happen twice - in the fiscal year 1999 reporting model and in infrastructure of Engineering and Public Works. He added that although the changes were a lot of work, he felt they were good changes.

Mr. Wallace discussed the Budgetary Comparison Schedule of the General Fund. He stated that the variances were statistically within a couple percent of what was budgeted. Mr. Wallace explained that revenues from an area that was doing favorably, such as Licenses and Permits, would not be used in a different department. He added that the

TOWN COUNCIL MINUTES

MAY 10, 2000

Budget and Finance Department had a favorable total expenditure due to contingencies that were not related to Finance being reported, but they would be shown elsewhere in subsequent years.

Councilmember Cox asked why there was an unfavorable variance for Fire Rescue Assessments. Mr. Wallace explained that it was partly due to errors in the billing rolls provided by the Property Appraiser's Office and partly due to unpaid assessments that would be picked up in subsequent years.

On the second page of the Schedule, Mr. Wallace explained that the "excess of revenues over expenditures" showed high mostly because of development activity and the rest was reserved for particular purposes; therefore, it was not \$4 million available for just anything.

Mayor Venis asked what departments would be allowed to use the favorable revenues shown in Licenses and Permits and Charges for Services. Mr. Wallace replied that the lions share would fall to Development Services and Engineering. Mayor Venis asked if personnel, such as inspectors, could be covered by this excess. Mr. Wallace replied affirmatively; however, the problem was finding inspectors due to bidding wars between cities. Mayor Venis asked if the Town's pay scale was comparable. Mr. Wallace replied that the Town was under and added that some cities were paying signing bonuses. Mayor Venis suggested using outside firms to provide inspections. Mr. Wallace stated that the new budget would segregate development related activities from the general fund because they clouded what was going on and incorrectly led decision makers to believe there was money available. He explained that one example was forfeiture funds which could not be used for anything other than forfeiture expenditures.

Mr. Wallace discussed the Balance Sheet for Governmental Funds and stated that the question often was asked how the Town could have \$4 million leftover in operations yet only have \$4 million in unreserved. He explained that a lot of the money was reserved for other restricted purposes. Mr. Wallace stated that the \$4.4 million unreserved general fund balance represented approximately eight percent of the Town's operating expenditures. He stated that the Town was not in financial straits, but this was not much money relative to the budget.

Mr. Wallace discussed the Statement of Activities. He felt it was a good reporting model, one reason being that the net expenses represented how much of an entity's funding of programs came from the entity's own taxing effort. Mr. Wallace added that funds such as pension funds were not shown on this statement as they were in the past. He explained that business-type activities were primarily the water and sewer system and that the Town only had one component unit, the Community Redevelopment Agency.

Mr. Wallace discussed the Statement of Net Assets and explained that it provided the assets less the liabilities of an entity. He stated that where the current method of reporting showed \$4.4 million, the new reporting model showed \$529,000. Mr. Wallace explained that the difference was traditionally left off the balance sheets by governments, but under the new reporting model came back as liabilities as they should. He added that this is where the lump sum negative adjustment would show due to the change in reporting methods. Mr. Wallace felt that the overwhelming majority of cities would have a negative net asset number.

TOWN COUNCIL MINUTES

MAY 10, 2000

Mr. Wallace discussed the Tentative Forecast of Revenues and explained that the difference between revenues and expenditures should be compressed as estimates were received from the State of Florida and Broward County. He added that the projection was based on current taxing effort - no raise in taxes or fees.

Mr. Wallace discussed the Tentative Forecast of Expenditures. He commented that debt service was left unchanged even though in 2002 two bond issues would be completed, because there were substantial capital needs to be taken care of. Mayor Venis asked how many additional police officers were planned to be hired. Mr. Wallace replied that all personnel numbers were projected to stay at existing levels, with the exception of the Fire Department because of the new station. Mayor Venis asked if the previous year's actual expenditures were used to determine the forecast. Mr. Wallace replied that the budget was used. As for personnel, Mr. Wallace went on to explain that the forecast did not include the cost to hire new personnel in Parks and Recreation, however, the new park opening in the summer of 2001 would require additional staff. He stated that the forecast also did not include the possibility of hiring in-house legal staff.

Mr. Wallace stated that municipal revenue sharing at the State level and some other revenue streams had changed, but the State and the League of Cities had indicated that the impact would be favorable. He explained that no changes or assumptions would be made until the impact was known and both revenue and expenditure sides assumed the current economic conditions. Mr. Wallace added that the Town anticipated adding \$100 million in new construction in each of the forecasted years, in addition to three percent of the existing assessed value (for homestead property, assessments could only go up as much as inflation or three percent, whichever was greater, and inflation had been low).

Mr. Wallace discussed the Expenditure Growth. He stated that Public Works had increased due to gas taxes and landscaping; Parks and Recreation was due to added personnel and maintenance; Budget and Finance included debt service (public safety and parks and recreations bonds); and Fire was due to Fire rescue/EMS units.

Mr. Middaugh felt that the Town was in a good financial position for the upcoming fiscal year. He felt that the approximate \$3 million variance between revenues and expenditures was not a huge concern at this time, as it was expected to decrease somewhat. The concern was in future years when revenues did not grow as rapidly as expenditures, so the impact that this budget would have later on must be considered at this time. Mr. Middaugh stated that staff needed direction as to whether a tax increase would be considered, either property taxes and the EMS assessment.

Mr. Middaugh advised that the items on the "wish list" had been brought up at various times. Mr. Wallace explained that the estimated costs were a guesstimate by the related department and if Council wished to consider adding an item to the budget, the department could provide a detailed analysis. He added that the list was not in priority order. Discussion followed on:

- bus shuttle system - Mayor Venis asked what the money covered. Programs Manager Will Allen explained that \$300,000 was to provide four buses and the cost to run them; the County would provide \$20,000 per bus; the Community Development Block Grant may cover part of the cost; and gas costs may affect the total.

TOWN COUNCIL MINUTES
MAY 10, 2000

- fire prevention bureau supervisor - Vice-Mayor Weiner felt that another inspector plus a clerical person should be added to make the current inspectors more efficient, in addition to improved communication methods so the inspectors could stay out of the office longer. Mr. Wallace stated that EMS clerical support was listed further down in the report. Fire Chief Michael Donati stated that his request included three additional inspectors and a supervisor position, for a total of five inspectors and a supervisor. Mayor Venis asked that three inspectors be added to the wish list. Mr. Middaugh explained that the wish list was not inclusive of the department's requests. Councilmember Clark noted that if the list had the supervisor, it should also have the three inspectors.
- EMS clerical support - Chief Donati stated that this person was needed to provide general clerical support. He added that he had a temporary employee who was doing a great job, but a permanent employee was needed. Vice-Mayor Weiner asked if the temporary was interested in a permanent job with Chief Donati responding affirmatively.
- 20 additional police officers - Police Chief John George stated that additional officers were needed for zone coverage, canine patrol, and special operations such as the Community Oriented Police Program (COP). Vice-Mayor Weiner asked if the COP would fall under community relations in the budget process. Chief George explained that the budget contained seven accounts for four main units of operation, although they often overlapped in the program budget. Councilmember Paul asked if the number of motorcycle patrol officers would be increased. Chief George replied that the number had been decreased from six to four, so his budget proposal would request two officers and a supervisor. Councilmember Paul felt that additional mounted patrol officers should be included above the 20 requested officers since Davie was an equestrian community. Chief George stated that to expand this area, consideration had to be given to housing because the current officer kept the horse on her own property. Councilmember Cox stated that the funds necessary to support three mounted patrol units would be better used in traffic and bike patrol. She felt that the one mounted officer did a good job in community relations, but the investment of adding two more was greater than the service that would be provided. Councilmember Cox added that she would like to see a mounted park ranger present to patrol the open space areas. Vice-Mayor Weiner asked if open space funds could be utilized to do this. Mr. Wallace replied that even though a horse could be considered a capital expense, he did not feel it would be a proper prescribed use of open space impact fees. Vice-Mayor Weiner suggested renting horses for special events. Chief George explained that the mounted patrol required extensive training in crowd situations.
- study and analysis for new fire stations - Chief Donati felt a company should be hired to extensively study the Town's need in accordance with its population, expected growth, and geography. He felt that two additional fire stations were needed, with the possibility of a third as the Town grew. Councilmember Clark asked if the community relations fund allowed the flexibility to have fire personnel attend community functions. She indicated that as an example, there were no Davie Fire trucks/engines or rescue squads at the car seat demonstration as there were from other cities. Chief Donati replied that unless on-duty personnel were sent,

**TOWN COUNCIL MINUTES
MAY 10, 2000**

overtime had to be paid. Mr. Middaugh stated that community outreach was not a separate activity, but it could be considered if Council wished. Councilmember Clark felt this should be in the budget so there was no problem having fire personnel attend.

- \$35,000 operating subsidy for Police Athletic League (PAL) - Mr. Wallace explained that this was an estimate from false alarm money, which was estimated to be \$20,000 to \$30,000 annually. He added that it was on the list only because it needed to be changed in how it appeared in the budgetary process. Chief George indicated that the PAL received \$15,000 in the current fiscal year with Mr. Wallace adding that this was the approximate amount generated in alarm registrations. Mr. Wallace stated that a resolution would be needed to formalize this. Mayor Venis asked staff to do so and there was no objections from Council.
- 7 police service aides - Chief George stated that this was civilian support personnel for the approximate 30 police officers hired by grant funds, in addition to required personnel for running the new building and maintaining the records division. He added that further personnel would be needed on the civilian level.
- outsourcing senior programs - Parks and Recreation Director Sharon Kent stated that there was a need for these programs in the mobile home communities.
- Potter Park renovation - Mr. Middaugh stated that grant money would be utilized to supplement the budget for the many things to be accomplished in this area. Vice-Mayor Weiner asked how probable it was that the Town would receive grant money within a year or two. Ms. Kent explained that it would require combining a series of grants to develop the master plan as the community wished. Vice-Mayor Weiner stated that he did not want to give the community hope that was dependent on receiving grants and asked Ms. Kent what she recommended. Ms. Kent felt that grants should be pursued, with the capital budget matching the funds. Mayor Venis stated that he would like to see something like the gymnasium paid from the capital budget and if a grant was obtained, it could be used for capital projects. Councilmember Paul agreed that immediate action should be taken, as the children needed something to do. Councilmember Cox suggested that the park be done in phases, with the goal of completion within five years. Councilmember Clark expressed concern that while new parks like Shenandoah were being completed over a period of several years, the Town's oldest park was being ignored. She added that she would like to see more detail as to the estimated cost. Assistant Town Administrator Roberts Rawls replied that these details would be available when the capital budget was discussed. He explained that staff was reviewing a number of different design options to find the most cost effective methods, in addition to pursuing different funding options not considered in the past. Councilmember Cox stated that although it may take a few years to develop Potter Park, recent bond money could be used to complete the SW 61st Street park quicker. Councilmember Clark was under the impression that the bond money was only to be used to purchase new land. Mr. Middaugh explained that there was a difference of opinion as to what the money could be used for. Mr. Rawls urged Council to read the specific language and come to a conclusion; however, he felt there was no legal constraint as to how the money should be expended to acquire and develop new parks. He added that some felt improvement of a park was a new park amenity and would therefore

TOWN COUNCIL MINUTES
MAY 10, 2000

apply. Councilmember Cox stated that she had been approached by Betty Roberts in regards to purchasing the Roberts' property. Vice-Mayor Weiner asked if she had asked a per acre price with Councilmember Cox responded negatively.

- SW 61st Street park development - Ms. Kent stated that a grant would be applied for.
- activity specialist - Ms. Kent stated that physical fitness had become an issue throughout the nation for both children and adults. She explained that a summer employee was being hired to travel to the various day camp and drop locations to train youth and if approved, the position would be expanded throughout the year to senior citizens, adults, and youth. Ms. Kent added that the desire was to convert the Pine Island Community Center to a fitness center.
- new Town Hall - Councilmember Paul felt that Town Hall was charming and served its purpose and did not feel a new facility should be addressed with items such as the upcoming Sunrise litigation. Councilmember Cox agreed. Mayor Venis felt expansion must be discussed with the hiring of new employees and the addition of a legal department. Councilmember Clark asked if there was room to expand. Mayor Venis responded negatively and added that something needed to be done. Mr. Middaugh advised that there was a physical problem because of the number of personnel being discussed and there was no more room to remodel. Vice-Mayor Weiner agreed that space was needed but at this point, he did not want to consider spending money on Town Hall as opposed to other items. Councilmember Paul thought back at what happened when the Broward County School Board took over the downtown Ft. Lauderdale building and advised that there was a great deal of resentment that all the bureaucrats having a big, beautiful building when there were problems with schools. Councilmember Clark said that Council might get negative feedback if a new Town Hall was built prior to Potter Park being completed. Mayor Venis suggested that this matter be contemplated and an inexpensive plan to house the new personnel be developed. Councilmember Cox suggested trailers with Councilmember Clark indicating that the Police Department had used this option.
- individual Council accounts - Vice-Mayor Weiner stated that each Councilmember should be allotted a certain amount of money for pet projects. He added that if the money was used, no more would be allocated, and if the money wasn't used, it would go back into the general fund. It was decided that \$3,000 would be a good amount. Councilmember Cox asked how this would be tracked, what the money could be used for, and how Council would determine when to waive fees as opposed to taking the fee from an individual account. Councilmember Clark cited the beauty pageant as an example: if a Councilmember wanted to donate to that cause, it would come from his/her account. Councilmember Cox asked what would happen if she wanted to have an event for the Boys and Girls Club at the Robbins pavilion - would the fee be waived or would it come from her account. Mayor Venis stated that all requests to waive fees would be decided by Council. Councilmember Cox stated that a major issue was the arena and whether fees should be waived for various organizations. Vice-Mayor Weiner stated that he would like to know what the arena actually earned, both in charged and waived fees. Councilmember Cox suggested that when an organization asked the Town to waive the fee or a Councilmember used their budget to waive the fee, if the event was financially successful the organization should reimburse the fee so it could be rolled over into

**TOWN COUNCIL MINUTES
MAY 10, 2000**

another charitable event of the Councilmember's choice. She added that some events could be split equally from each Councilmember's account.

- not-for-profit requests - to be discussed at a Council meeting.
- Davie Elementary School shelter - to be discussed at the next Council meeting.
- employee recognition committee - Mr. Middaugh explained that this committee's function was to discuss methods of recognizing an employee's contribution above and beyond the norm, rewards for attendance, incentive to provide customer service, etc. He stated that the budget would be approximately \$200,000. Ms. Reinfeld stated that the Committee had just met and was thinking along the lines of an employee of the month program which may entail as little as a monthly lunch or a photograph.
- in-house attorneys - Mr. Middaugh stated that this would require an attorney, a support attorney, and a secretary. He added that specialized areas may require occasional outside counsel. Mayor Venis felt that the price to hire an in-house attorney could not be dramatically more than the cost of paying an outside attorney.
- drainage - to be discussed in the capital budget.
- planners - it was agreed that additional planners were needed.
- Code inspectors - it was agreed that additional Code inspectors were needed.
- water system condemnation - Mr. Wallace stated that significant money would be appropriated for this issue.
- acquisition of east park lands - to be discussed in the capital budget.
- rodeo roof - to be discussed in the capital budget.
- Marina Mile improvements - Councilmember Cox stated that she had asked that this issue be included on behalf of the businesses to improve the frontage of their buildings and their roads. She added that Dania Beach and Fort Lauderdale had given money toward the project. Vice-Mayor Weiner asked staff to find out what the other cities contributed. Mr. Middaugh stated that the beautification project also included landscaping, signage, and themed street markers. It was suggested that a representative make a presentation to give exact details.
- Engineering and Building inspectors - it was agreed that additional inspectors were needed.
- separation of restricted revenues in budget - discussed earlier.

Vice-Mayor Weiner stated that he would like to see each fire engine equipped with a hand held IRIS unit, a tool used for thermal imaging to detect people or pets who may otherwise not be located during a fire.

Councilmember Paul stated that she would like to see open space funds used to purchase additional land for a wildlife habitat, especially to help an organization such as Vanishing Species who was outgrowing its facility. Mr. Wallace stated that this would need to be shown in the capital budget.

Vice-Mayor Weiner asked for a review of each department's essential equipment and replenishment program. Mr. Wallace replied that this was included in the department's budget requests. He added that the new reporting model included a depreciation factor - for example, if a department purchased a piece of equipment for \$1 million and estimated it would last five years, and three years later it broke, there would be a charge against the budget for the depreciation.

TOWN COUNCIL MINUTES
MAY 10, 2000

Councilmember Clark asked Mr. Wallace to prepare a report on alarm fees that collected in 1998, 1999, and 2000.

Councilmember Paul asked why the platform was taken out of service. Mr. Middaugh replied that it was a temporary measure until more personnel were hired.

There being no objections or further business, the meeting was adjourned at 8:11 p.m.

APPROVED _____

Mayor/Councilmember

Town Clerk